

## 2019 ACQUISITION EXCELLENCE AWARDS CRITERIA AND PROCEDURES

1. Nomination Eligibility. All acquisition workforce (AWF) personnel who made significant contributions to the Navy and Marine Corps acquisition process can be nominated for the DON Acquisition Excellence Awards (AEA) program. Military and civilian personnel of all ranks, rates, and grades are eligible for these awards. Individuals working together as a team may also be nominated; however, a team nomination shall not comprise an entire office or contracting activity (except the Dr. Al Somoroff Award - see para. 3d). Team nominations shall be limited to no more than 10 persons.

2. Nomination Guidance.

a. Individuals and teams nominated for the AEA should have made significantly greater contributions than normally would be expected in their particular assignments, and resulted in identifiable improvements over normal outcomes.

b. Nominations must specifically address the evaluation criteria provided for each award and should accurately reflect the accomplishments of the nominee(s). Accomplishments can include, for example, improving commercial off-the-shelf reliability, increased use of open architecture, process improvements, inventive approaches to managing trade-offs between contract type versus risk/stability, as well as increased utilization of businesses that are identified as a small business concern. Quantifiable information such as dollars saved, costs avoided, or increased competition rates should be included whenever possible.

c. Toward the goal of continued streamlining of the awards process, the first round of nominations will be via summary submission. This summary consists of the candidate's name, award category, and notable achievements. This summary should be informal (bullet format is acceptable) and short (not more than half a page). Candidate summaries should be attached in Adobe Acrobat portable document format (.pdf) to an email submittal, not in the body of the email itself.

d. Candidate summaries will be submitted to the Director, Acquisition Career Management (DACM) at [dacm.desk.fct@navy.mil](mailto:dacm.desk.fct@navy.mil). The DACM office will distribute summaries to the appropriate subject matter expert(s) (SMEs) for review. SMEs will provide feedback to assist commands in narrowing the field to those candidates most deserving of nomination.

e. Following initial feedback from the SMEs, complete nomination packages for the best candidates should be submitted in accordance with paragraph 6. Further feedback on full packages may be provided prior to the deadline for finalized nomination submission. Non-DON activities, such as the Defense Logistics Agency, Defense Contract Management Agency, etc., may consider nominating Navy/Marine Corps procurements associated with Joint procurement efforts or programs under their cognizance.

f. Important dates are as follows:

- 04 Apr 2019: Candidate summaries due to DACM
- 30 Apr 2019: Commands notified of summaries warranting full nomination
- 23 May 2019: Nominations (full form) due to DACM
- 13 Jun 2019: Finalized nominations due to DACM

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- 18 Jul 2019: First round votes collected & tallied
- 25 Jul 2019: Selection panel convenes for discussion & final votes
- 5 Nov 2019: Awards Ceremony at Pentagon auditorium

### 3. Award Descriptions and Evaluation Criteria.

a. **Program Manager of the Year.** This award recognizes a civilian or military Program Manager, below the SES, or flag or general officer rank, whose outstanding leadership and achievement in acquisition best demonstrates the highest levels of professionalism in the acquisition field and provides improved effectiveness to the DON. The primary evaluation factors are:

- Embodies the finest examples of leadership, team-building, collaboration and ethics in DON acquisition
- Meets or exceeds Fleet needs as evinced by real-world system performance compared to requirements documentation
- Makes significant, positive impact on management of cost and/or schedule goals and constraints
- Applies innovative acquisition techniques and resourcefulness that enhances the program's efficiency and/or effectiveness, supports the customer's mission, and/or results in better buying power for the Government
- Displays perseverance in overcoming unusual conditions, issues, and barriers requiring special management team action and performance
- Demonstrates superior acquisition skills that bring lasting benefits to the program supported
- Epitomizes the DON core values of honor, courage, and commitment

b. **Acquisition Professional of the Year.** This award recognizes a civilian or military individual, below the SES, flag or general officer rank, in any acquisition career field except for PM, whose outstanding leadership and achievement in acquisition best demonstrate the highest levels of professionalism in the acquisition field and provide improved effectiveness to the DON. The primary evaluation factors are:

- Demonstrated exceptional leadership in DON acquisition
- Applies innovative acquisition techniques and resourcefulness that enhance the command's effectiveness and support the customer's mission
- Demonstrates superior acquisition skills that bring lasting benefits to the command supported
- Epitomizes the DON core values of Honor, Courage and Commitment

c. **Expeditionary Contracting Award.** This award recognizes DON active or reserve military individual or civilian warranted contracting officers and acquisition support personnel deployed in direct support of naval or joint contingency or expeditionary operations. The primary evaluation factors for selecting award recipients are:

- Provides tangible contracting support to Naval or Joint Forces engaged in an expeditionary environment.
- Applies innovative and resourcefulness to enhance the military mission effectiveness.

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- Demonstrates superior acquisition skills in delivering services to the war fighter.
- Epitomizes the DON core values of honor, courage and commitment while serving in an expeditionary environment.

d. **Dr. Al Somoroff Acquisition Award**. This award recognizes a program office for outstanding acquisition achievement in the accomplishment of its mission. All program offices (any acquisition category level) and program management teams are eligible. Specific command examples in support of acquisition, superior accomplishments and command acquisition trends will be used to select the award recipient. While this award may be given to large program offices or teams, the nomination form should name only those 10 team/office members who will represent the winners on stage at the ceremony. Other members are welcome to attend the ceremony, but the on-stage representation is limited to 10. The primary evaluation factors for selecting award recipients are:

- Creative and/or effective acquisition management practices resulting in lowered costs (not limited to a specific phase of design, procurement, or operations and support), reduced schedule within projected budget, or improved technical performance within projected cost or schedule.
- Outstanding resource management and enhanced competition resulting in better buying power for the Government.
- Personnel development and retention.
- Demonstrated excellence in bringing quality supplies and services to the customer at the right price and time.
- Where applicable, improved sustainability and readiness for operational forces.

The Selection Panel will decide which of the Dr. Al Somoroff Acquisition Award nominations will be nominated for the USD(A&S) Packard Award.

e. **Field Acquisition Activity Award**. This award recognizes a field level command for outstanding acquisition achievements that bring supplies and services to the customer. All DON Echelon III and below activities are eligible. The primary evaluation factors are:

- Outstanding resource management and enhanced competition
- Personnel development and retention
- Demonstrated excellence in bringing supplies and services to the customer at the right price and time
- Where applicable, improved sustainability and readiness for operational forces.

f. **Ron Kiss Maritime Technology Transition Award**. This award recognizes the individual or team for outstanding achievement as a result of successfully transitioning a technology into a program of record or into operational use. The team can include Government members from the program office and/or research and development facility. The primary evaluation factors for selecting award recipients are:

- Development, improvement or maturation of a new technology to address an emergent requirement or operational need.
- Demonstrated cost savings, cost avoidance or improved buying power resulting from acquisition and development of the technology especially through the utilization of Government laboratories, warfare centers, Federally funded research and development centers or other Government research and development facilities.

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- Positive mission impact while in operations to include demonstrated cost effective and sustainable operations and maintenance.

g. **Competition Excellence Acquisition Team of the Year.** This award recognizes an acquisition team whose outstanding achievement brings increased competition in contracting with superior accomplishment to include enhanced competition among large or small businesses resulting in the best product or service to the customer. The primary evaluation factors are:

- Increased competition in contracting which achieves cost savings or cost avoidance
- Enhanced competition which, in turn, provides a better product or service to the customer
- Competition that has a lasting positive impact on the organization and the DON mission.

Additionally, identification of obstacles overcome and other unique procurement aspects that fostered a more robust, competitive environment are encouraged as breakout criteria.

Nomination packages that highlight cost savings or cost avoidance should, where warranted, quantify in dollar terms the value that competition achieved.

h. **Innovation Excellence Acquisition Team of the Year.** This award recognizes an acquisition team whose outstanding achievement brings added efficiency to the organization and increased effectiveness to the customer or those activities or commands that have strengthened the capabilities of the Naval industrial base and employ strategies that promote domestic availability of components critical to the Department of the Navy and the customer. The primary evaluation factors are:

- The high degree of innovation and resourcefulness that results in cost savings or demonstrates effective management of critical path elements to ensure there are U.S. suppliers for critical items.
- Adaptability of innovative techniques by other commands or cultivating domestic sources of supply for procurements and cooperative initiatives that promote the competitive environment vital to the business sector and the DON mission.
- Innovation that results in tangible achievements that have a lasting impact on the organization and support DON maritime strategy.

i. **DON Office of Small Business Programs (OSBP) Awards.** The OSBP awards recognize DON activities and/or individuals for their exemplary contributions to the Department's small business mission through acquisition excellence and reflect the critical role small businesses play in supporting our Sailors, Marines and the industrial base. The DON OSBP manages the Small Business Awards Program and presents these awards at the Acquisition Excellence Awards Ceremony. For further information, the OSBP can be contacted at 202.685.1076. The award categories include:

(1) **Secretary's Cup.** This award recognizes a DON Echelon II or III HCA command which exemplifies the highest examples of small business acquisition excellence and whose achievement brings significant credit to the DON acquisition community. The primary evaluation factors for selecting award recipients are:

- Epitomizes fostering a culture that leverages small business as a strategic advantage.
- Specific example(s) of tangible results in creating a lasting culture of small business inclusiveness throughout the command.
- Description of how leadership engagement was reflected in training, outreach, and/or

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initiatives leading to creating a culture of small business inclusiveness throughout the command.

- Innovative approaches and/or demonstrated perseverance in overcoming unusual conditions, issues, and barriers to increase small business opportunity that enhanced command effectiveness, supported the customer mission, and/or resulted in quantifiable cost savings/cost avoidance, and/or efficiencies.

(2) **Sarkis Tatigian Award**. Similar to the Secretary's Cup, this award recognizes a DON Echelon III or IV field contracting activity. The primary evaluation factors for selecting award recipients are:

- Epitomizes fostering a culture that leverages small business as a strategic advantage.
- Specific example(s) of tangible results in creating a lasting culture of small business inclusiveness throughout the command.
- Description of how leadership engagement was reflected in training, outreach, and/or initiatives leading to creating a culture of small business inclusiveness throughout the command.
- Innovative approaches and/or demonstrated perseverance in overcoming unusual conditions, issues, and barriers to increase small business opportunity that enhanced command effectiveness, supported the customer mission, and/or resulted in quantifiable cost savings/cost avoidance, and/or efficiencies.

(3) **Oreta B. Stinson Small Business Advocate Award**. This award recognizes an individual, military or civilian, non-Small Business Professional who exemplifies the highest examples of small business mission excellence and whose achievement embodies the essence of the DON Small Business mission. The primary evaluation factors for selecting award recipients are:

- Epitomizes fostering a culture that leverages small business as a strategic advantage.
- Specific example(s) of tangible results in creating a lasting culture of small business inclusiveness throughout the individual's sphere of influence.
- Innovative approaches and/or demonstrated perseverance in overcoming unusual conditions, issues, and barriers to increase small business opportunity that enhanced command effectiveness, supported the customer mission, and/or resulted in quantifiable cost savings/cost avoidance, and/or efficiencies.
- Epitomizes the DON core values of honor, courage, and commitment.

(4) **Small Business Team Award**. This award recognizes the Government-employed members of an acquisition team whose innovative approaches and/or demonstrated perseverance in overcoming unusual conditions, issues, and barriers to increase small business opportunity enhanced effectiveness, supported the customer mission, and/or resulted in quantifiable cost savings/cost avoidance, and/or efficiencies. The primary evaluation factors are:

- Innovative approaches and/or demonstrated perseverance in overcoming unusual conditions, issues, and barriers to increase small business opportunity that enhanced effectiveness, supported the customer mission, and/or resulted in quantifiable cost savings/cost avoidance, and/or efficiencies;

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- Actions taken by the team to create a greater opportunity for small business (by contract). If a new or follow-on contract, how this team affected traditional strategies which enabled the new contract to be within reach of small business as prime contractor.

j. **International Acquisition Partnership Award.** This award recognizes the Department of the Navy individual or team for outstanding achievement in creating International Security Cooperation relationships as part of a program's development or acquisition strategy. The primary evaluation factors for selecting award recipients are:

- Documented percentage reduction in research and development, procurement, or sustainment costs or resource investments achieved via an International Security Cooperation arrangement (such as a cooperative information exchange agreement, cooperative development, production, support program agreement, or Foreign Military Sales arrangement).
- Demonstrated increase in military effectiveness through international interoperability aided by a Security Cooperation arrangement.
- The development of international Security Cooperation programs that create or strengthen key regional alliances in support of national maritime defense strategies.

4. **Awards Panel.** A panel will convene to make final selection recommendations to ASN(RD&A). The panel will comprise representatives from each of the DASN offices, National Leads, OSBP and the DACM Office. The panel membership will consist of at least 5 Flag/Senior Executive Service (SES) level members. One panel member shall be the OSBP Director or direct designee.

5. **Nomination Packages.** Activities shall submit individual nomination packages for each category to be considered. Each nomination must be in a separate package. For example, one nomination package cannot be considered for both the competition and innovation categories. Nomination packages should be submitted to the DACM Awards Coordinator at [dacm.desk.fct@navy.mil](mailto:dacm.desk.fct@navy.mil), who will then distribute them for review, feedback and rewrite, as required. Each package will consist of the following:

a. **HCA Endorsement.** Prior to submission, the HCA shall ensure that associated nominees are not a subject of an open investigation or have a pending action against them for reasons such as noncompliance with Equal Employment provisions, merit principles or Government ethics standards and include a statement to this effect within the endorsement. The HCA endorser shall also ensure that each PEO submits at most one nomination in each award category (or has received prior ASN(RD&A) approval for additional nominations).

b. **Acquisition Excellence Awards Nomination Forms.** As part of the on-going effort to increase workforce recognition while simultaneously improving alignment between the DON AEA and the USD(A&S) Acquisition Awards, updated forms are in use again this year, one for individual awards and one for team, organization or command awards. Only these forms will be

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accepted for nomination. (See attachments 2 and 3). Once the awardees have been announced their packages will be submitted for the USD(A&S) Acquisition Awards.

- Each award nomination should include a clear, complete, and concise description of the nominee's (individual, team or activity) accomplishments. The narrative shall not exceed 3 pages except for the Dr. Al Somoroff award, which shall not exceed 2 pages, to align with USD(A&S) limits on Packard Award nominations.
- The discussion of accomplishments and impacts should set out, either quantitatively or qualitatively, the justification and rationale for the award nomination. Nominations should be structured with each respective evaluation criterion being clearly indicated and subsequently supported. Summaries in bullet format for each criteria category are acceptable, provided they fully and accurately capture the accomplishment being described.
- The evaluation criteria for each award are set out in paragraph 3, Award Descriptions and Evaluation Criteria, above.
- Each nomination shall also include a concise award abstract not to exceed 150 words. This synopsis will capture highlights of achievements and will be used in the ceremony script, award certificates and for the production of display posters, should that particular nomination package be selected.
- For Team Awards, include for each team member their legal name, position title, email, and parent command.
- **Refrain from naming the award in the narrative.** This will enable future submission to USD(A&S) for their awards process without rewriting the nomination.
- Save each nomination form in a separate file with file name convention as follows: DON\_AwardAbbv\_Candidate Name\_Command Name\_YYYYMMDD, for example: DON\_CompExcel\_PMW205 Recompete Team\_PEOEIS\_20180505.

6. Monetary Awards. Only civilian members of the Acquisition Workforce are eligible to receive cash awards. For team awards, the money will be distributed evenly among the team members. All members of the team will be recognized at the Awards Ceremony.